

**CHESTERFIELD COUNTY COUNCIL
BUDGET RETREAT
MEETING ROOM, CHERAW STATE PARK
April 22, 2015 9:30 A.M.**

PRESENT: Chairman J. Matthew Rivers, Council Members: Kenneth A. Johnson, Bruce E. Rivers, Gerald L. Miller, Robert G. Cole, Douglas A. Curtis, Mary Anderson and G. Franklin Plyler.

ABSENT: Vice-Chair Powe; Faye Sellers, Clerk of Court; Jack Rivers, Auditor; Sheriff Jay Brooks; Pam Mills, Veteran's Affairs and Lois Burr, Voter Registration.

OTHERS PRESENT: Denise Douglass – Administrator; Susie Boswell – Clerk to Council; Michelle Stanley – Finance Director; C. Heath Ruffner – County Attorney; Lisa Gainey – Human Resource Director; Tim Eubanks – Assistant Administrator/Public Works; Jeff McCarn – Public Works; Mike Orr - Building Codes; Pam Jordan – Building Codes; Kevin Thurman – I.T. Department; Cody Harvey – I.T. Department; Dana Tarlton – E-911; Lisa Hancock – Emergency Management; Harold Hainey – Emergency Management; Kim Burch – Economic Development; Andy Smith – Building Codes; Judge G.R. Faulkenberry – Magistrate; Ray Green – Public Buildings; Rose Gainey – Recycling; Kip Kiser – Coroner; Judge Gail Ingram, Probate Judge; Denise Vick – Probate Court; Eugene Johnson – Public Works; Travis Tucker – Public Works; Myrtis Burr – Library; Kathy Sheeler – Treasurer; Judge Diane Winburn Dyches – Magistrate; Rebecca Burch – Library; Linda Teal – Detention Center; Bridget Dixon – Detention Center; Gail Ingram – Library Board; Jim McGonigal – Animal Services; Susie Jordan – Assessor; Celeste Sanders – Assessor's Office. There were others attending the meeting who did not sign the sign-in-sheet.

CALL TO ORDER AND PRAYER

Chairman J. Matthew Rivers welcomed everyone and Council Member Bruce E. Rivers opened the meeting with prayer.

ADOPTION OF AGENDA

Council Member Miller made a motion to adopt the April 22, 2015 Budget Retreat agenda. Council Member Plyler seconded the motion. Voting in favor of the motion was unanimous.

BUDGET PRESENTATIONS

Opening Remarks - Chairman Rivers

Chairman Rivers welcomed everyone and advised that the Retreat was being held so Council could become more familiar with the daily operations of each department, what possible needs each department may have and any goals the departments may have for the future.

Departmental Budget Presentations

A hard copy of each presentation was given to Council.

Kip Kiser, Coroner: Gave Council a brief overview of the duties and responsibilities of the Coroner. Talked briefly about the morgue and scheduled fees for the Coroner's services.

Judge Gail Ingram, Probate Court: Gave a brief overview of Probate Court including staff positions, salaries and the services provided by the Probate Court. Judge Ingram provided Council with brochures and forms pertaining to Probate Court and advised Probate Court now has a page on the County website.

Kathy Sheeler, Treasurer: Gave a brief overview of the services provided by the Treasurer's office, salaries and the tenure of the employees in that office. She advised Council her office needs another employee, especially when they move to new Administration Building and have a drive-thru open for services.

Judge Diane Winburn Dyches, Magistrate: Gave a brief overview of the Magistrate's Court, their purpose, mission, duties, objectives, staff and staff salaries. Judge Dyches also mentioned a new office for Judge Faulkenberry.

Rebecca Burch - Chesterfield County Library System: Gave a brief overview of the services provided by the Library System, the employees and hours of operation.

Jim McGonigal, Director of Animal Services: Gave brief overview of departmental responsibilities, salaries, primary duties, statistics for 2014 and Service Statement of Animal Services. Also advised Council that it is hard to keep employees due to the salaries.

Susie Jordan, Assessor: Gave brief overview of responsibilities/duties, county statistics, daily requirements, monthly requirements, yearly requirements, job descriptions of employees employee salaries and Mission Statement of the Assessor's Office.

Celeste Sanders, Assessor's Office: Gave brief overview of responsibilities/duties of the Assessor's Office.

Mike Orr, Director of Building Codes: Gave brief overview of services provided, goals and objectives, employee salaries and employees in that department. Stated that Pam Jordan is the Officer Manager and handles the E-911 Addressing and does a great job. Advised that Andrew Smith is now a Chief Building Officer. Discussed possibly increasing certain fees and also decreasing certain fees.

Kim Burch, Director of Economic Development
Gave brief overview of the duties and responsibilities of the Economic Development Office, goals and objectives, employee salaries and employees in that department. Also provided

Council with some statistics from 2014. Ms. Burch also gave a brief summary of projects that Economic Development is working on at present.

Dana Tarlton, E-911: Gave a brief overview of E-911 services provided, duties, staff, staff salaries, job requirements and how E-911 is funded. Advised they have a big turnaround in employees and this was due to the salary.

Lisa Hancock, Interim Director – Emergency Management/Risk Management: Gave a brief overview of the primary duties, 3 Year Plan for EMD, LEMPG, accomplishments for 2014 and Emergency Management Mission Statement. Also gave an overview on Risk Management Mission Statement, the things Risk Management maintains, accomplishments for 2014 for Risk Management, 3 year plan for Risk Management and the Emergency Management/Risk Management Personnel. Also advised that having another employee would make their office more efficient.

Kevin Thurman, Information Technology Department: Gave a brief overview of the duties, salaries, objectives, third party vendors and the departments upcoming goals/projects. Gave statistics for work orders fulfilled and equipment orders. Advised they need help with networking and are currently looking for assistance from Pinnacle Network Solutions in Florence, SC. Advised that SLED has issued security requirements for all counties that access CJIS information. There was also some discussion about leasing computers which would help keep up to date equipment as they rotate out every three years and they will remain under warranty for the length of time we have them.

Ray Green - Building Maintenance Department: Gave brief overview of functions/responsibilities and goals of the Building Maintenance Department. Advised the department has three full time employees and one part-time employee.

Eugene Johnson, Chesterfield County Public Works – Building Construction Department: Gave brief overview of services provided, duties, salaries, budget and goals of the department. Advised that he felt if they could add a certified HVAC (Heating and Air Technician) member to his staff they could benefit from this. This person would be responsible for all HAVAC requests throughout the County and help cut cost. This would help on down time and they could also cross train.

Travis Tucker, Chesterfield County Public Works – Fleet Maintenance Department: Gave brief overview of department responsibilities, department personnel, department specifics, department budget and goals for the next three to five years regarding the Fleet Maintenance Department. Discussed items that he felt were needed by the Fleet Maintenance Department.

Rose Gainey, Recycling Coordinator – Recycling/Landfill Department: Gave a brief overview of the responsibilities and goals of the Recycling/Landfill Department and department salaries. Advised that one goal was to save the County money and that her budget in 2010 was

\$400,000 and that it is now \$100,000 and that she was asking that it remain at \$100,000. Also discussed staff salary.

Jeff McCarn, Chesterfield County Public Works – Road Maintenance Department:

Gave brief overview of services provided, duties, salaries, budget, goals and Mission of the Road Maintenance Department. Also discussed the need for the Ordinance pertaining to loggers being updated to keep them off paved roads.

Major Linda Teal and Lieutenant Bridget Dixon, Tim Eubanks, Detention Center:

Gave a brief overview of services provided, staff, salaries, goals and objectives. Also provided Council with statistics regarding total of inmates booked, etc. Stated that the Detention Center has a high turnover rate in employees due to the salaries.

Denise Douglass, Administrator – Administration: Gave a brief overview of services provided by Administrator's Office, staff members/job titles, departments under Administrator/Number of Employees and the Mission of the Administrator's Office.

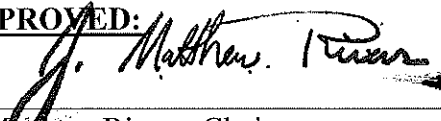
Ms. Douglass also gave a brief overview of the services, goals and objectives and Mission of the Clerk to Council, Finance Department and Department of Human Resources.

C. Heath Ruffner, County Attorney: Advised that he felt the County had a great group of employees and he enjoyed working with all of them. Mr. Ruffner gave a brief summary of all the services he provided as County Attorney and his goals and objectives for fiscal year 2015-2016. He stated that he would like to continue and increase his involvement by serving in a dual role as County Attorney/Assistant Administrator on a part-time basis which will not require any budget increase. He stated that there was no intention on his part to demote or replace anyone in assuming this position. He advised that he had talked with Council members regarding this.

ADJOURN

Council Member Cole made a motion to adjourn. Council Member Miller seconded the motion. Voting in favor of the motion was unanimous.

APPROVED:



J. Matthew Rivers, Chairman
Date: May 6, 2015

ATTEST:



Susie Boswell, Clerk to Council